

# **SANTA CLARA FIRE DEPARTMENT**

## **FIRE PREVENTION & HAZARDOUS MATERIALS DIVISION**

1675 Lincoln Street, Santa Clara, CA 95050

PHONE: (408) 615-4970



# **PLAN SUBMITTAL GENERAL GUIDELINES**

## **Plan Submittals:**

Please provide the following when submitting an application for a Fire Permit:

1. A minimum of (2) sets of completed plan sets, 18" x 24" in size, minimum (**maximum 24" x 36"**);
2. Plans must be drawn to an indicated scale (**minimum 1/8"**), or adequately dimensioned;
3. Plans must indicate the project name, address, and APN (Assessor's Parcel Number), with north arrow on each sheet;
4. Minimum (2) sets of engineering calculations if necessary;
5. Minimum (2) sets of material data submittals if necessary;
6. Minimum (2) sets of specifications, hazardous materials inventory statement, or other technical data, if necessary;
7. Additional requirements may be found within each specific submittal guideline.

## **Temporary Events, Structures, or Facilities:**

Please provide the following when submitting an application for a Fire Permit:

1. A minimum (2) sets of completed plans sets, 11" x 17" in size minimum (**maximum 24" x 36"**);
2. Plans must be drawn to an indicated scale (**minimum 1/8"**), or adequately dimensioned;
3. Plans must indicate the project name, address, and APN (Assessor's Parcel Number), with north arrow on each sheet;
4. Minimum (2) sets of engineering calculations if necessary;
5. Minimum (2) sets of material data submittals if necessary;
6. Minimum (2) sets of specifications, hazardous materials inventory statement, or other technical data, if necessary;
7. Additional requirements may be found within each specific submittal guideline.